

# CEA



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## CAREER EXECUTIVE ASSIGNMENT

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**DEPARTMENT:** CALIFORNIA BAY-DELTA AUTHORITY

**POSITION TITLE:** WATER MANAGEMENT PROGRAM MANAGER  
CEA LEVEL 2

**SALARY:** \$6,954 – \$7,668

**FINAL FILING DATE:** JANUARY 26, 2004  
Applications, resumes and Statements of Qualifications  
must be postmarked by the final filing date.  
(Faxed applications will not be accepted.)

### **POSITION DESCRIPTION**

The California Bay-Delta Authority (CBDA) is charged with overseeing the implementation of the California Bay-Delta Program, a collaborative effort to improve the quality and reliability of California's water supplies while restoring the San Francisco Bay-Delta ecosystem. The CBDA addresses four interrelated, interdependent resource management objectives concurrently and in a balanced fashion: water supply reliability, water quality, ecosystem restoration and levee system integrity. The Program's four objectives are further addressed through 11 major program elements as a way of sustaining the Bay-Delta Plan's balanced and comprehensive approach. These 11 elements are: water management, storage, conveyance, water use efficiency, water transfers, environmental water account, drinking water quality, watershed management, levee system integrity, ecosystem restoration, and science.

The Water Management Program Manager, under the general direction of the Chief Deputy Director, is responsible for providing state-wide oversight and coordination of the Bay-Delta Water Management Strategy (BDWMS), within the Water Management element which includes storage, conveyance, water transfers, water use efficiency, levee system integrity, drinking water quality, watershed management, and management of the five regional coordination activities: Sacramento and San Joaquin River Delta, San Francisco Bay, Sacramento Valley, San Joaquin Valley, and Southern California.

The objective of the BDWMS is to reduce the disparity between Bay-Delta water supplies and current and projected uses dependent on the Bay-Delta system. The Water Management Strategy calls for accomplishing this objective by implementing a variety of water management tools including new storage and conveyance projects, water use efficiency and recycling programs, and an improved water transfers market, in an integrated and balanced manner.

Through an adaptive management process, the Water Management Program Manager oversees the maintenance and updating of the statewide BDWMS, soliciting and incorporating comments from the

Agency Coordination Team, the Bay-Delta Public Advisory Committee, and the California Bay-Delta Authority. Oversees and coordinates Bay-Delta agency implementation of surface and groundwater storage projects, water use efficiency and recycling measures, water transfers program, conveyance projects, levee system integrity, drinking water quality measurements, and watershed management activities.

The Water Management Program Manager is responsible for establishing and overseeing public advisory sub-committees and stakeholder groups for each of the water management programs to provide long-term effective public outreach. In addition, coordinates the integration of Science, Environmental Justice and Tribal Relations throughout the storage, conveyance, water transfers, water use efficiency, levee system integrity, drinking water quality, and watershed management programs.

The Water Management Program Manager is also responsible for reviewing, approving, and making recommendations regarding multi-year Program Plans and budgets of the implementing agencies for storage, conveyance, water transfers, water use efficiency, levee system integrity, drinking water quality, and watershed management.

### **FILING REQUIREMENTS**

Applicants must first meet the following filing requirements:

#### **Either I**

Must be a civil service employee with permanent civil service status.

#### **Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

#### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

### **MINIMUM QUALIFICATIONS**

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- a. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the manager's role in labor relations; the manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment which is free of discrimination and harassment.
- b. Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and

Executive branches; analyze complex problems and recommend an effective course of action; prepare and review reports; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

The above knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies.

### **DESIRABLE QUALIFICATIONS**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

- Experience in planning, organizing, developing, negotiating and implementing statewide policy on sensitive and complex water management issues.
- Experience in managing a multi-disciplinary professional and technical staff required to advance the activities of a diverse program.
- Experience working on California's State and Federal water management issues, including water supply reliability, water quality, ecosystem restoration and levee system integrity, particularly as they apply to the Bay-Delta and its watersheds.
- Experience developing and maintaining cooperative working relationships with, and securing the support of, representatives at all levels of local, state, tribal, and the federal government; the California legislature, as well as, environmental organizations; and other interested or involved stakeholder groups.

### **EXAMINATION INFORMATION**

The examination process will consist of an application, resume, and Statement of Qualifications evaluation conducted by a screening committee. Interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection. All applicants will be notified of the results. The results of this examination may be used to fill subsequent vacancies in this position within the next twelve months.

### **FILING INSTRUCTIONS**

Please submit the following:

- A standard State Application (Form 678) and a resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.
- A Statement of Qualifications that describes your experience, knowledge and abilities as they relate to the "Experience" factors listed in the desirable qualifications identified in this bulletin. You must provide specific examples. The Statement of Qualifications will also serve as a documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed three pages in length with a font no smaller than 10 pitch.

**CEA LEVEL 2  
WATER MANAGEMENT PROGRAM MANAGER**

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All interested applicants should submit their Application, resume and Statement of Qualifications to:

DEPARTMENT OF GENERAL SERVICES  
OFFICE OF HUMAN RESOURCES, TESTING UNIT  
ATTENTION: SUSAN BULMER  
EXAMINATION: CEA II, WATER MANAGEMENT PROGRAM MANAGER  
MAILING ADDRESS: P.O. BOX 989052  
WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 THIRD STREET, 7<sup>TH</sup> FLOOR  
WEST SACRAMENTO, CA 95605  
(916) 376-5400  
TDD 1-800-735-2929 ☎ Voice 1-800-735-2922

**PLEASE INDICATE ON YOUR APPLICATION THE COMPLETE EXAMINATION TITLE**

**APPLICATIONS MUST BE POSTMARKED BY THE FINAL FILING DATE.**

**Release Date: January 9, 2004**